



Assessments completed by. Maxine Smiles Cooke	
Date.	June 2022
Reviewed.	June 2022

Bisham Abbey- Residential for Young Leaders

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Exposure to weather.	Cold injury, heat injury, over-exposure to sun.	Pupils and staff.	Consider possible weather conditions and plan appropriate programme, clothing and equipment. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly.	Provide clear information about suitable clothing and equipment to pupils and parents.	Low
Pupil lost or separated from group, inadequate supervision.	Injury, death.	Pupils.	<ul style="list-style-type: none"> • Ensure supervising staff competent and understand their roles. • Sufficient supervision • Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system). • Discuss itinerary and arrangements with pupils. • Briefing to all on what to do if separated from group. • Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups. 	Plan supervision before visit and brief staff and pupils.	Low
Illness or injury.	Illness, injury.	Pupils, staff.	<ul style="list-style-type: none"> • 1st aid cover accessible and appropriate • Leaders know how to call emergency services. • Pupils and parents are reminded to bring individual medication and this is securely kept. • First aid carried. • Mobile phones carried if available. • Emergency contacts arranged 	Check first aid certificates current. Medication brought by pupils.	Low
Special needs of specific pupils – medical, behavioural, educational.	Illness, injury.	Pupils	<ul style="list-style-type: none"> • Obtain information from parents • Take advice from SENCO if appropriate • Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary. 	Use parental consent form.	Low

Indirect/remote supervision	Injury, death.	Pupils	<ul style="list-style-type: none"> • Check location as suitable for this mode of supervision. • Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised). • Clear guidelines and emergency procedures set and understood. • Pupils remain in pairs or groups (buddy system – each responsible for named other). • Rendezvous points and times set. • Pupils know how to contact staff. • Staff understand they are still responsible. • Parents informed and consent given. 	Included in information to parents.	Medium
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On foot.	Injury, death.	Pupils and staff.	<ul style="list-style-type: none"> • Work on foot planned to avoid fast roads wherever possible. • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned. • Pupils are briefed about hazards and behaviour required. 	Planning	Medium
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HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Fire	Death	Pupils, staff.	<ul style="list-style-type: none"> • Briefing to all pupils about expected standards and code of behaviour. • Identify requirements at time of booking and check during pre visit and on arrival. • Check that a fire risk assessment has been completed and meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 • Check that there are: <ul style="list-style-type: none"> • automatic fire alarms on each floor and in public areas, which can be heard inside rooms. • fire extinguishers available on each floor and in public areas. • fire exits clearly marked. • more than one exit from upper floors of the building. • torches available if emergency lighting is not provided. • A walk through fire practice takes place on arrival to include assembly point, lay-out of accommodation, key personnel and routines. • A group list is held by staff to ensure registration of whole party after an evacuation of the building. • Decide whether or not pupils doors should be locked from the inside (see intruder section) • A group list is held by staff to ensure registration of whole party after an evacuation of the building. <p>Discuss with accommodation manager any shortcomings in provision e.g. locked fire doors</p>	Pre-visit check and/or check of information/ Check on arrival. Take up any issues, such as locked fire doors, with management. Inform group about fire procedures on arrival.	Low

Attack or disturbance by intruder	Injury, death, abduction	All	<ul style="list-style-type: none"> • Check that security arrangements have been assessed and reasonable steps taken to prevent unauthorised persons entering the accommodation • Ensure the hotel or similar accommodation is locked at night or that there is a night porter on duty. • Ensure that all windows and doors can be securely shut from the inside. • If windows lead onto balconies, ensure that staff or reliable pupils occupy these rooms. • If other guests share the accommodation seek sole occupancy of the floor if possible, and have designated staff rooms adjacent to pupils. • Decide whether or not pupils doors should be locked from the inside – consider the balance between ensuring pupils wake up if fire alarm sounds during the night. • Ensure pupils understand that they inform staff in the event of an emergency. • Check pupils at “lights out”. • Designate responsibilities and roles for individual members of staff including dormitory /floor groups. <p>Carry out additional risk assessment if this is not possible</p>	<p>Pre-visit check and/or check of information</p> <p>Briefing of students regarding expected behaviour and actions</p>	Low
Safeguarding	Injury, death, abduction, abuse	Pupils and staff.	<ul style="list-style-type: none"> • Separate male and female sleeping accommodation • Staff accommodation adjacent and same floor as pupils. • Students can easily contact staff throughout night. • Students are checked into rooms at ‘lights out’. • All adults are appropriately trained in safeguarding/child protection and standards regarding access to bedrooms/ changing areas etc are agreed • Pupils know what to do if concerned 	Pre-visit check and/or check of information	Low
Domestic hazards.	Injury, death.	Pupils and staff.	<ul style="list-style-type: none"> • Accommodation has tourist board rating/other external validation of standards. • Visual inspection of balconies, stairways, electrical fittings, hazards in grounds or immediate surroundings. • On arrival, staff and pupils to report any faulty items found in rooms. 	Pre-visit check and/or check of information Check on arrival.	Low
Hygiene	Illness	Pupils and staff.	<ul style="list-style-type: none"> • Tourist board rating/environmental health endorsement or similar. • Visual inspection of washing facilities, lighting, heating, ventilation, catering. 	Pre-visit check and/or check of information	Low

Night time tendencies.	Injury, death.	Pupils	<ul style="list-style-type: none"> Information gained from parents about pupils' illnesses, sleepwalking, etc. Suitable supervision arranged to meet needs of pupils. 	Use recommended parental consent form.	Low
Additional needs.	Injury	Pupils and staff.	<ul style="list-style-type: none"> Accommodation meets any additional needs of anyone in the group. 	Pre-visit check as necessary.	Low
Behaviour	Serious-Minor Injury	Pupils	A code of conduct to be signed and understood by all staying over. Sanctions are put in place to combat unacceptable behaviour which may lead to a participant being excluded from the activity or even escorted home.	Code of conduct signed	Low